



City of Junction City

Job Description for the position of:

Human Resources Assistant

Department:	Finance	Pay Range:	33
Position Type:	Full-Time	FLSA Status:	Exempt
Supervised By:	Finance Director	Bargain Unit:	N/A

GENERAL POSITION SUMMARY:

Under general supervision, performs a variety of responsible paraprofessional, technical and administrative activities in support of the City's human resource management programs; provides technical assistance to human resource staff, applicants and employees in the daily procedural and administrative functions of a human resource program; researches, compiles and summarizes data in support of labor negotiations; initiates and prepares personnel actions; answers and refers questions and inquiries; serves as part of the risk management team in dealing with worker's compensation; and performs related duties as assigned.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:

1. Provides confidential administrative support to the Finance department; types and drafts memoranda, correspondence, reports, contracts, agreements, forms, manuals, technical reports, public announcements and other documents ranging from routine to complex in support of employment, labor negotiations, and related functions.
2. Provide Human Resources related information to the public and employees. Explain recruitment process to job applicants. Coordinate candidate communication and interviews.
3. Administers the employee performance evaluation program; answers technical questions, and updates employee in the files.
4. Researches, responds to, or refers employees' questions about personnel policies and procedures.
5. Maintains and updates information for personnel and subject matter files, ensuring proper treatment of confidential or private information.
6. Performs general data entry such as, but not limited to, updating of mailing lists used for recruiting, assembling data and information for surveys and reports.
7. Prepares and distributes position vacancy announcements. May create for review and approval, vacancy advertisements to newspapers and periodicals. Coordinates posting of position vacancies on web sites and to other entities.
8. Maintains confidential employee records for the City including benefit paperwork, documentation of personnel actions including appointments, transfers, salary changes; performance appraisals and other Human Resources related paperwork.
9. Accepts and processes job applications for recruited positions. Examines application packages for completeness and required information, including, as appropriate, transcripts.

10. Assembles applications, supporting materials, and interview/rating guides for selection committees. Communicates with candidates on logistics.
11. Follows through with job applicants, contacting successful candidates for interviews, and corresponding by letter with those not receiving interviews.
12. Receives and processes pre-employment supplemental information requests such as background checks, and pre-employment drug tests.
13. Provides employment and general information about the City to prospective job applicants. Responds by letter to inquiries of persons interested in employment, compiling and forwarding special request information as requested.
14. Assists in preparation of negotiation materials, researches comparison information and completes any other special assignments related to collective bargaining.
15. Reads, understands and applies labor contracts and human resources rules and policies, responds to routine questions.

NON-ESSENTIAL FUNCTIONS:

1. Provide assistance to other staff members
2. Other duties as assigned

SUPERVISORY RESPONSIBILITIES OF THIS POSITION:

There are no supervisory duties associated with this position.

INTERPERSONAL CONTACTS:

Staff, public, customers, contractors, trades people

SPECIFIC JOB SKILLS REQUIRED:

- Working knowledge of Microsoft Excel, Word, and Outlook.
- Read and apply pertinent laws, rules, regulations, standards, and procedures
- Organize, prioritize, and coordinate work activities
- Edit work for spelling and grammar
- Manage work load within specified time frame
- Use initiative and sound independent judgment within scope of responsibility
- Maintain confidentiality
- Work with diverse groups in a tactful and effective manner
- Analyze situations quickly and objectively and determine proper course of action
- Communicate clearly and concisely, both orally and in writing

EDUCATION/EXPERIENCE/LICENSES/CERTIFICATES REQUIRED:

The position requires a High School diploma or equivalent GED plus one year of post- secondary course work in human resources environment or related area and 3 years of progressively responsible experience in human resources. Any combination of training and experience which provides the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be through college level training in human resources management or public administration and experience in human resources administration, preferably in the public sector.

DESIRABLE QUALIFICATIONS:

- Ability to speak, understand, and/or write in Spanish language.
- Working knowledge of Microsoft Access or other database programs.
- Ability to create reports from computer databases.
- Experience with Springbrook Software.

OVERALL JOB STRENGTH RATING:

L – Light exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force continually to lift, carry, push, pull or move objects. Job is largely sitting, but more than sedentary walking or standing may be required. Work is light if job tasks are done sitting, but considerable upper body or arm movement or use of leg controls is involved.

PHYSICAL REQUIREMENTS:

1. **Standing** – frequently on carpeted floor.
2. **Sitting** – continuous on cushioned, rolling, and adjustable chair.
3. **Driving** – very rarely uses City owned vehicle for City business.
4. **Worker can change positions frequently.**
5. **Walking** – frequently on either carpeted surface, asphalt or cement over a distance ranging from two feet to two City blocks.
6. **Carrying** – frequently binders, notebooks, supplies, papers, files, chairs, small office equipment, and mail tote over a distance of two feet to two blocks. The weight of these items does not exceed 15 lbs.
7. **Lifting** – occasionally notebooks and boxes weighing no more than 50 lbs within 50 feet.
8. **Pushing/Pulling** – rarely heavy boxes, paper punches, office equipment, weighing no more than 50 lbs.; occasionally desk and cabinet drawers.
9. **Bending** – occasionally from waist and or knee.
10. **Twisting** - occasionally from waist to pick up small items on desk or on printer within 3 ft; frequently from neck to watch for customers at counter or to have conversation with someone.
11. **Reaching** – frequently overhead, forward or sideward to obtain binders, papers, files, writing utensil, to place payments in drawer, or to answer telephone.
12. **Handling** – frequently operation of 10-key calculator, computer keyboard, computer mouse, files, binders, books, scissors.
13. **Grasping** – occasionally binders, books, files, papers, telephone receiver, supplies, small office equipment to carry, use, push or pull.
14. **Pinching** – frequently utensils to write with.
15. **Climbing** - rarely using two-step stool on carpeted or tiled surface about 18 inches.
16. **Balancing** – rarely on stool.
17. **Kneeling** – rarely to reach dropped items or reach paper jammed in copy machine.
18. **Crouching** – occasionally to file or reach paper jammed in copy machine.
19. **Crawling** – rarely to find dropped items on carpeted surface.
20. **Sensory** – continuously needs to speak, hear, see, write and distinguish depth and color.

ORDINARY ENVIRONMENTAL FACTORS:

Work is done indoors. The environment is a typical office setting with low noise exposure from typical office equipment.

MACHINES/TOOLS/EQUIPMENT USED AS A NORMAL PART OF THE JOB:

Personal computer, 10-key calculator, telephone, copy/facsimile machine, postage meter, and printer.